

JOB DESCRIPTION

DEPARTMENT: Engineering
POSITION TITLE: Deputy Building Commissioner
REPORTS TO: City Engineer
FLSA CATEGORY: Full-Time / Exempt / Salaried
DATE: July 2015

DEFINITION

This position requires a highly professional individual with experience in building inspection, construction and applicable codes and ordinances. He/She should be able to tactfully and effectively communicate in a wide array of settings and individuals. He/She will be responsible for oversight of building permits, plan review, and inspections for the department. The incumbent will also serve as the Assistant Administrative Officer for the city.

ESSENTIAL FUNCTIONS AND DUTIES

1. Building: The incumbent will oversee the building permit operations for the department, and have signatory authority for the Building Commissioner on Improvement Location Permits.
2. Plan Review: The incumbent will be responsible for oversight of plan review and applications for improvement location permits for the department.
3. Zoning: The incumbent will serve as the Assistant Administrative Officer, and as such will be required to provide review and input for any and all zoning issues and projects.
4. Signage: The incumbent will be responsible for reviewing and issuing all sign related permits under the zoning ordinance.
5. Code Enforcement: The incumbent will serve as the Engineering Department's code enforcement officer for all building and zoning related matters.

NONESSENTIAL FUNCTIONS AND DUTIES

1. Codes: The incumbent will occasionally be required to help in the review and updating of city standards and codes, especially those relating to zoning.
2. Stormwater: The incumbent will occasionally be required to help in the review and inspection of stormwater regulations and permits.
3. City Hall: Assists with the management of overall building maintenance and coordination of work.

MINIMUM QUALIFICATIONS

1. Thorough knowledge of the Indiana Codes for building construction, mechanical, plumbing, electrical, fire, and energy.
2. Thorough knowledge of City Codes for building construction, mechanical, plumbing, electrical, fire, and energy.

3. Thorough knowledge of the Unified Zoning Ordinance.
4. Competent in computers and basic word processing programs.
5. Minimum of ten (10) years of experience in the building and/or construction industry.
6. Valid Indiana driver's license.
7. Ability to effectively communicate with city and community leaders, design professionals, contractors, and the public.
8. Detail oriented and capable of making and keeping accurate records.

DESIRED QUALIFICATIONS

1. Previous experience with building and construction inspection and code enforcement.
2. Familiarity with Zoning codes and standard construction details.
3. Knowledge of Indiana codes for construction.
4. Ability to operate CAD, drafting programs and/or other related plan review software.
5. Knowledge of stormwater ordinances and construction requirements for erosion and sediment control.

WORKING ENVIRONMENT

1. Incumbent spends as much as 50% of the time in the field inspecting work for improvement location permits. 50% of his/her time will be spent in the office environment.
2. Additional office time will be spent answering questions from the public and contractors.
3. Casual and professional dress required for office and meetings. Field dress for in-field inspections and supervision is often required.
4. Incumbent is often required to spend time outdoors inspecting various issues. This requires the ability to walk, climb, stoop, kneel, and crawl. Exposure to all weather conditions and dust is possible.

The above declarations are not intended to be an "all inclusive" list of duties and responsibilities of the job described. Rather, they are intended only to describe the general nature of the job. The above job description may change as necessary to meet the changing needs of the department and the city.